

Occupational Health and Safety Policy

Purpose:

Alphington Grammar School is committed to providing a healthy and safe environment for all employees, students, contractors, volunteers and visitors in accordance with Occupational Health and Safety (OHS) Acts and Regulations.

1. Principles:

- 1.1. Alphington Grammar School employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of Alphington Grammar School's Management Team. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Alphington Grammar School's OHS Policy.

2. Objectives:

- 2.1. This policy provides the framework for:
 - the development of safe methods of work;
 - the achievement of a safe working environment;
 - the promotion of good health within Alphington Grammar School;
 - reducing the number and severity of injuries in the workplace; and
 - complying with all relevant Acts, Regulations, Standards and, Codes of Practice.

3. Strategies:

- 3.1. Alphington Grammar School has established a documented OHS program and a risk management system with procedures identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.
- 3.2. An OHS and Return-to-Work coordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the OHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.

4. Responsibilities:

- 4.1. The School Council are required to exercise due diligence to ensure that the School complies with its OHS duties and obligations, and has ongoing processes to regularly monitor and review performance and implement changes as appropriate.
- 4.2. The Business Manager along with the Principal are accountable for taking all practical measures to ensure that the workplace is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health.
- 4.3. All employees are required to cooperate with the OHS Program to protect their own health and safety and the health and safety of others in the workplace. All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.
- 4.4. All volunteers, visitors, contractors and subcontractors engaged to perform work on Alphington Grammar School's premises are required to comply with OHS Program and to observe directions on health and safety from Alphington Grammar School's employees. Failure to comply or observe direction will be considered a breach of the contract and sufficient grounds for termination of the contract.



5. Occupational Health and Safety Program:

5.1. Alphington Grammar School is committed to the effective implementation of its OHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of OHS including, but not limited to:

- OHS training and education for all employees – general and hazard specific;
- work system and procedure design, workplace design and standard work methods;
- changes to work methods and practice;
- emergency procedures and drills;
- provision of OHS services, equipment and facilities;
- workplace inspections and safety plans;
- reporting and recording of incidents, accidents, injuries and illnesses; and
- provision of information to employees, contractors, sub-contractors and visitors.

6. Evaluation:

6.1. Alphington Grammar School is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

6.2. The effectiveness of Alphington Grammar School's OHS and Risk Management Program will be measured by the:

- effective identification of hazards;
- effective development and implementation of safety plans; and
- decrease in lost time due to illness or injury and, a resulting reduction in premiums.

7. Resources:

7.1. OHS and Return-to-Work coordinator.

7.2. OHS Committee.

7.3. First Aid Facilities.

7.4. Allocation of time for effective safety training of Alphington Grammar School's employees.

7.5. Regular monitoring and review of the OHS program.